

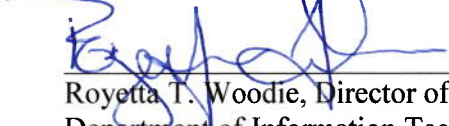
THE NAVAJO NATION


JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



MEMORANDUM

TO : Navajo Nation (NN) Employees
Navajo Nation

THROUGH : 
Royetta T. Woodie, Director of IT
Department of Information Technology (DIT)
Division of General Services

FROM : 
Angelo James, Information Security Officer
Department of Information Technology (DIT)
Division of General Services

Date : March 6, 2022

SUBJECT : CYBERSECURITY– Training

Hello Navajo Nation employees,

I, Angelo James, the Information Security Officer for the **Navajo Nation Department of Information Technology (DIT)**, will be your main point of contact on all IT security related initiatives for the Navajo Nation. DIT is requesting for your support and appreciates your participation in working together to significantly improve the Navajo Nation's security posture.

The **Navajo Nation Department of Information Technology** is rolling out an initiative to raise cybersecurity awareness. Cybersecurity training, awareness and knowledge are critical in the performance of job duties and in our daily lives. DIT will be sharing educational tools that can assess and improve your cybersecurity intelligence and awareness both at work and at home.

Over 90% of data breaches begin with an e-mail. The breach occurs when a user either opens a malicious website, an e-mail attachment or enters their credentials on a bogus page. More than half of the small and medium-sized businesses that suffer a data breach are out of business within six months. Data breaches cost companies in terms of remediation, lost business due to lost consumer confidence, and the financial cost of the breach itself in terms of possible lawsuits, fines, and other financial losses. Given that hackers and attackers want information,

NAVAJO NATION DEPARTMENT OF INFORMATION TECHNOLOGY
POST OFFICE BOX 5970 · WINDOW ROCK, AZ 86515 · PHONE: (928) 871-6520 · FAX: (928) 871-7737

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



cybersecurity training is one of the most important factors in preventing data breaches.

So, DIT has purchased cybersecurity training software. The sole purpose of this training is to immediately increase employee security awareness levels, skills and knowledge to better protect employees and the Navajo Nation from the dangers of data breaches. Navajo Nation employees will be required to complete assigned training. The training can be completed from anywhere you have access to a computer and internet. You will receive an e-mail that training has been assigned from "KnowBe4", and the URL will begin with <https://training.knowbe4.com/login>

Each training assignment may have multiple modules assigned and multiple tests within each module. The time to complete each module can range from 5 - 45 min each and can be completed in multiple sessions. To validate that you have completed the assignment, return to the original email and click the assignment link again. Either it will show you another module that needs attention or it will indicate no modules are remaining. After completion of the training a certificate will be awarded, please keep the certificate for your records. It is not required to send these certificates to DIT.

Here are some general guidelines you should always remember:

- DIT will never send you an e-mail with a link to change your password or to verify your account.
- E-mail from Navajo Nation Leadership and Employees discussing Navajo Nation business should ALWAYS come from a Navajo Nation e-mail address i.e. nnleader@navajo-nsn.gov.
- Be especially careful opening documents or links within e-mails that you were not expecting. Read links carefully. Hackers and attackers like to switch characters, add additional characters, or omit characters from common links.

In addition, DIT will be performing phishing tests at random times throughout the year. Anyone who "bites" on a phish will receive training relative to the type of phishing email sent.

Your understanding & participation in this matter is greatly appreciated. Should you have any questions or concerns please feel free to contact DIT at (928) 871-6520.

CONCURRED:

A handwritten signature in black ink, appearing to read "Tom Platero", is written over a horizontal line.

Tom Platero, Division Director of Division of General Services
Navajo Nation Office of the President & Vice President